

NEW JERSEY MODEL EMPLOYER/AGENCY AGREEMENT
FOR UNPAID, SCHOOL-SPONSORED STRUCTURED LEARNING EXPERIENCES
(*N.J.A.C. 12:56-18, School-to-Work Program, N.J.A.C. 6A:8-3.2, Career Awareness and Exploration,*
and N.J.A.C. 6A:19-6.4, Structured Learning Experiences)

PART I: STUDENT INFORMATION

Student Name: _____ Student#: _____ Date of Birth: _____
Student Address: _____ City: _____ State: _____ Zip: _____
SLE Teacher Supervisor: _____ **Student Emergency Phone #:** _____
EMERGENCY CONTACT INFO: Name: _____ **Relation:** _____
Business/Agency Name: _____ Employer ID #: _____
SLE Site Address: _____ City: _____ State: _____ Zip: _____
SLE Site Telephone: _____ Fax: _____ E-mail: _____
SLE Start Date: _____ End Date: _____ Work Site Mentor: _____
SLE Hours of SLE Activities: _____ to _____ ☒ All That Apply: Mon. _____ Tue _____ Wed _____ Thus _____ Fri _____
Student will report to the SLE site: Daily _____ Every (day of week) _____ Other: _____

PART 2: SCHOOL ADMINISTRATOR AND BUSINESS/AGENCY RESPONSIBILITIES

Consistent with the New Jersey Department of Education administrative code, *N.J.A.C. 6A:19-6.4*, Structured Learning Experiences, the school district agrees to ensure that

- (1) All structured learning experiences shall adhere to applicable State and Federal Child Labor Laws and other regulations of the Federal and State Departments of Education and Labor, (*N.J.A.C. 6A:19-6.4(a)*).
- (2) The district will provide the appropriate student supervision through district employees and/or contracted services. The district may also be responsible for providing other services as required by rule or statute, (*N.J.A.C. 6A:19-6.4(b)*).
- (3) The student will be placed in training sites deemed non-hazardous, (*N.J.A.C. 6A:19-6.4(c)*).
- (4) The student will be supervised by the appropriately licensed teacher or other designated district employee holding the appropriate license, (*N.J.A.C. 6A:19-6.4(c)1*).
- (5) The district will maintain the student's records reflecting the unpaid, career orientation structured learning experience, (*N.J.A.C. 6A:19-6.4(d)*).

Consistent with the New Jersey Department of Labor and Workforce Development Child Labor Regulations, *N.J.A.C. 12:56-18.2*, School-to-Work Programs, the school district and business/agency understand that an unpaid structured learning experience taking place at a work site must include all of the following elements to be consistent with a "learning experience" and not be considered "employment." We agree to ensure that the structured learning experience meets the following regulatory requirements:

- (1) The student shall be at least 16 years of age;
- (2) The SLE activities must be related to a formal training plan (attached to this form) for the student;
- (3) There is collaboration and planning between worksite staff and school staff resulting in clearly identified learning objectives related to the activities that will be contained in the student training plan;
- (4) Any productive work is incidental to the student achieving the planned learning objectives;
- (5) The student is expected to achieve the learning objectives and will receive a grade/credit for time spent at the worksite;
- (6) The student is supervised by an appropriately licensed school official and a workplace mentor;

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- (7) The unpaid SLE is of a limited duration, related to an educational purpose and there is no guarantee or expectation that the activity will result in employment; *and*
- (8) The student does not replace an employee.

In addition, the school district, business/agency, student and parent/guardian understand that the student is not entitled to wages or an offer of employment at the conclusion of the unpaid, school-sponsored structured learning experience.

Name/Title of School Administrator _____ Signature: _____

Date: _____ District/School Code _____ Name of District: _____

Mailing Address: _____ Phone _____ Fax _____

Name/Title of Business/Agency Officer _____ Signature: _____

Business Mailing Address _____ Phone _____ Fax _____

PART 3: INSURANCE STATEMENT: The school district and the employer/agency agree to provide copies of their respective insurance certificates prior to the start of the unpaid, school-sponsored structured learning experience. In addition, the parties agree to the scope, nature and responsibilities for insurance coverage of this unpaid structured learning experience.

PART 4: STUDENT RESPONSIBILITIES

I agree to follow the conditions of the unpaid, school-sponsored structured learning experience (SLE) listed below:

- (1) I will maintain regular attendance both in school and at the SLE site. I will notify the school and the appropriate employer/agency contact person if I will be tardy arriving to or if I am unable to report to my SLE site.
- (2) I will keep a daily record of my time and activities at my SLE site, and I will submit my completed SLE reports as required.
- (3) I will demonstrate honesty, punctuality, courtesy, cooperative attitude, proper health and grooming habits, appropriate dress and a willingness to learn.
- (4) I will obey the rules and regulations of my SLE site and comply with the business/agency's business practices and procedures.
- (5) I will talk to my SLE teacher supervisor and/or my workplace mentor about any difficulties arising during the structured learning experience.
- (6) I will work to acquire the knowledge and skills as outlined in my SLE student training plan.**
- (7) I will furnish my SLE teacher supervisor with all necessary information pertaining to my unpaid SLE, including all SLE-related assignments and reports. I understand that my SLE grade or credit will be based upon my the satisfactory completion of my SLE assignments, time and activity reports, and evaluations.

I understand that this structured learning experience is not employment and I am not entitled to wages or a promise of employment at the completion of the unpaid structured learning experience, as per the *NJ Department of Labor Child Labor Laws, Subchapter 18, 12:56-18.2, School-to-Work Program*.

SIGNATURE OF STUDENT: _____ Date: _____

**** The unpaid SLE student training plan is attached to this student training agreement.**

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PART 4: PARENT/GUARDIAN RESPONSIBILITIES

I agree to the following conditions of the unpaid, school sponsored structured learning experience (SLE) listed below:

- (1) I will encourage my child or ward to effectively carry out the SLE assignments and responsibilities as outlined in the student training plan. **
- (2) I will assist my child or ward to keep on schedule and to develop an understanding of the necessity of developing good work habits.
- (3) I will report any concerns raised by my child or ward regarding the structured learning experience to the SLE teacher supervisor.

I understand that this unpaid, school-sponsored structured learning experience is not employment and that the student is not entitled to wages or a promise of employment at the completion of the structured learning experience, as per the *NJ Department of Labor Child Labor Laws, Subchapter 18, 12:56-18.2, School-to-Work Program*.

I hereby give my consent for _____ to participate in unpaid structured learning experience activities during the current school year.

PARENT/GUARDIAN SIGNATURE: _____ **Date:** _____

*** The unpaid SLE student training plan is attached to this student training agreement.*

PART 5: COMPLETION OF UNPAID, SCHOOL-SPONSORED STRUCTURED LEARNING EXPERIENCE

Upon completion of the unpaid, school-sponsored structured learning experience, I certify that the student has received training in the areas indicated on the attached student training plan*:

Student Signature: _____ Date: _____

Employer/Agency Signature: _____ Date: _____

SLE Teacher Supervisor: _____ Date: _____

School Administrator Signature: _____ Date: _____

School Grade or Credit Awarded: _____

** If not, explain why here:*

****ATTACHMENT: Unpaid Structured Learning Experience Student Training Plan**

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ADDITIONAL NOTES:

Attach a copy of the proposed student training plan (N.J.A.C. 6A:19) to this document before signatures are gathered.

Training Plan (N.J.A.C. 6A:19, *NJ Department of Education*) means a plan that identifies training site experiences, program objectives, individual responsibilities and measurable outcomes. The training of all students shall be developed with a training plan. **NOTE:** All structured learning experiences must be accompanied by a training plan.

This form may be used for the following school-sponsored, unpaid career orientation structured learning experience placements as defined in Section II of the “Guidelines for Structured Learning Experiences”:

- 12th grade options
- Job shadowing (may be used for a group of students by completing form and attaching student names)
- School-based enterprise
- Service learning
- School-to-work activities
- Sheltered workshops*
- Vocational assessment/exploration*
- Volunteering

* *Requires an Individual Education Plan (I.E.P.)*

Link to “Guidelines for Structured Learning Experiences”: http://www.nj.gov/njded/voc/sle/sle_man.htm